



I DO SOLEMNLY SWEAR
THAT I WILL SUPPORT AND DEFEND
THE CONSTITUTION OF THE
UNITED STATES AGAINST ALL ENEMIES,
FOREIGN AND DOMESTIC;
THAT I WILL BEAR TRUE FAITH
AND ALLEGIANCE TO THE SAME;
THAT I TAKE THIS OBLIGATION FREELY,
WITHOUT ANY MENTAL RESERVATION
OR PURPOSE OF EVASION;
AND THAT I WILL WELL AND FAITHFULLY
DISCHARGE THE DUTIES OF THE OFFICE
UPON WHICH I AM ABOUT TO ENTER,
SO HELP ME GOD.

Where to Submit

U.S. Postal Service Delivery
CIA Publications
Review Board
Washington, DC
20505

UPS or FedEx Delivery

(b)(3) CIAAct

How to Contact

(b)(3) CIAAct E-mail:
(submit material as a single attachment)

Facsimile:

(b)(3) CIAAct Questions?
Phone:

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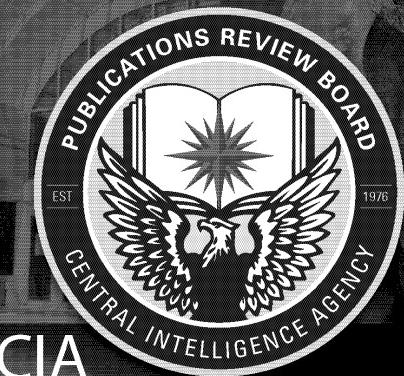
On the Web

[https://www.cia.gov/about-cia/
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QUESTIONS?

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WHO SHOULD SUBMIT?

If you are obligated by a CIA secrecy or non-disclosure agreement and are writing or speaking about intelligence-related materials, foreign relations, or CIA employment or contract matters, you must submit your work prior to publishing or sharing it with anyone.

Types of material meeting the submission criteria might include: résumés, books, articles, academic papers, speeches, blog posts, tweets, course syllabi, etc.

If you are unsure as to whether you should submit your work, please contact us.

The Board will only review your submission for classified information. Permission to publish will not be denied solely because the material may be embarrassing to or critical of the Agency.

You must obtain the written approval of the Publications Review Board prior to publication.

Co-Authors

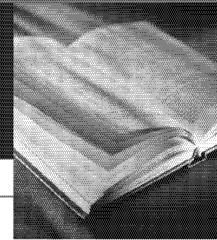
If you choose to collaborate with another author on your manuscript, please contact us prior to collaboration for more information regarding sharing and publishing requirements.

Timeline

Please allow at least 30 working days for the review and coordination process to be completed. Coordination sometimes includes internal and external – State Department, DoD, NSC, etc. – entities. For lengthy, complex, or where significant coordination is required, review might take longer. Short manuscripts, such as editorials, usually do not require extensive coordination and are often completed more quickly. Only completed works are accepted.

The Board will formally notify you, in writing, of its decision.

Please treat any manuscript as potentially containing classified material and refrain from sharing it with others before the Board provides final written approval for publication.



AFTER THE BOARD'S DECISION

Adding or Changing Material

If you add material or change the version the Board has reviewed (beyond standard copyediting), you must submit these changes to us before sharing them with anyone else. Please mark or otherwise indicate the new material clearly so we can expedite our review. Additional items that require submission include but are not limited to photographs, captions, tables, illustrations, diagrams, charts, or maps.

Books: In addition to the Board's review of any changes, once you have received our formal approval to publish, that approval is contingent on your further submission of any galley proofs of the final manuscript, as it will appear in book form, so the Board can verify that the published version is the approved version. Your responsibility as the author is to ensure that the publisher releases only the Board approved version. We will work promptly to complete this final review, but please ensure that the publishing schedule permits adequate time for the Board to complete its work.

The Board gives galley reviews high priority because it knows that authors and publishers have firm deadlines.

If You Disagree with the Board's Decision

If you disagree with the Board's determination, you may ask the Board in writing and within 30 days of the initial determination, to reconsider. Include any and all information or explanation of the facts that you believe the Board should know. You may include citations or copies of similar references that show this information to have been previously released and already in the public domain. Listing published citations, however, may not change the Board's decision, particularly if the examples constitute previous leaks and the information has not been officially released or acknowledged by the CIA.

If the Board upholds its initial decision, you may then formally appeal the Board's reconsideration decision. Such appeals go to the Agency's Executive Director for a final Agency decision. If you wish to appeal, you must do so within 30 days of the re-reconsideration decision by the Board. The appeal must be in writing and must be sent to the Board's Chairman. Appeal documentation must include the material intended for publication and any supporting material you would like the Executive Director to consider.

Manuscripts Containing Classified Information

If the Board determines your original manuscript contains classified information, we require that you return to us for destruction any and all versions of the work, in whatever form, and remove those items from your hard drive. We can offer the assistance of CIA security personnel in this regard.

The Following Disclaimer May Be Required to be Included in any Approved Writing

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add a copy to our library!*